

Retention and Classification Report

Agency: Davis County School District (Utah). Pioneer Adult Rehabilitation Center (265)
485 PARC Circle
Clearfield, UT 84015
801-402-0950

Records Officer Meghan Garcia

83402 Adult education student files
06625 Special Education student records

AGENCY: Davis County School District (Utah). Pioneer Adult Rehabilitation Center

SERIES: 83402

3

TITLE: Adult education student files

DATES: [ca. 1960]-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Davis County School District (Utah). Pioneer Adult Rehabilitation Center

SERIES: 6625

1

TITLE: Special Education student records

DATES: 1948-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Davis County School District (Utah). Pioneer Adult Rehabilitation Center

SERIES: 6625

TITLE: Special Education student records

(continued)

Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Private